

## Posting

The Director of Youth and Children's Ministries will oversee programming for children K-12 as well as our Kids' Hope Program. The K-5 programming (called Kids on the Rock) meets weekly with a group meal and an established curriculum. Thrive Ministry (grades 6-12) also meets weekly. All three programs are established and have experienced volunteers who are willing to continue to serve. Participating in the lives of the Middle School and High School students by visiting with them and attending some of their events will also be expected. This is a part-time, 20-24 hours week position, with hours flexible by season.

This candidate must be a joyful, mature Christian who loves Jesus, loves the church, and loves children and youth. They must be a regular church attender and also must embrace diversity in people, celebrate uniqueness in all, and demonstrate this in the youth program of our church.

Cadillac Christian Reformed Church is a Protestant church which belongs to the Christian Reformed Church of North America. It follows the Reformed perspective which acknowledges that Jesus is Lord and that our whole world belongs to God.

Letters of interest and resumes should be sent to the attention of Dave VanHaitsma at Cadillac CRC, PO Box 187, Cadillac MI 49601 or sent electronically to the same at [dvanhaitsma@nmcs.us](mailto:dvanhaitsma@nmcs.us). Inquiries can also be directed to Dave VanHaitsma at that email. Please submit materials by August 15, 2023.

## Job Description for the Director of Youth and Children's Ministries (DYCM)

The Director of Youth and Children's Ministries will oversee programming for children K-12 as well as our Kids' Hope Program. This position includes oversight over three different programs: Thrive Ministry (middle school and high school), Kids on the Rock (grades K-5), and the Kids' Hope mentoring program.

**As the director of Thrive Ministries**, the DYCM will serve with the goal of helping our youth become disciples of Jesus so that they might give their absolute best to God. To this end, the youth director will continuously develop, implement, lead, and improve the youth ministry program of CCRC. The work can include nights and weekends, but is not to exceed three working nights per week except on rare and infrequent occasions. The Youth Director must be willing to work in a variety of settings, and may need to establish office hours each week at the church, as well as being available to meet with students and families in the community.

**Supervision:** The Youth Director is accountable to the Lead Pastor and Elders. A monthly report of ministry activity will be sent to the Elders. The Elders will review the Youth Director performance at a 3-month interval.

## **MINISTRY TASKS**

*The following are tasks that are under the Youth Director's ministerial care and authority.*

- Regular Prayer and Study of the Scriptures
- Discipleship of Youth through teaching, prayer and interaction
- Thrive Youth Ministry Program
  - Planning and implementing one weekly meeting September-May
  - Thrive Special Programming, Event Planning – mission trips, retreats, etc.
- Visit with Students and Families, Attend Student Activities as appropriate
- Oversee Budgets for Youth Program and Youth Scholarship
- Attend Staff Meetings as needed

**Kids on the Rock** is a weekly (currently Wednesday evenings) gathering of children (K-5) which begins with a meal for the children and their families and volunteers, and includes a lesson, music, and craft. This meeting runs from 5:45-7:30. The DYCM oversees this program and is in charge of recruiting volunteers.

### Ministry Tasks

- Put together yearly schedule
- Organize volunteers for food preparation
- Gather and organize volunteers for programming
- Open each evening and welcome students
- Interact with students during meal time
- Be an extra hand during the evening program

## **Kids' Hope Director (This is taken directly from Kids' Hope USA.)**

### **PURPOSE:**

To develop and sustain a dynamic KIDS HOPE USA program within your church's ministry structure.

**REPORTS TO:** Church pastor and council

### **EXPECTATIONS:**

1. The Director will be trained by the KIDS HOPE USA National Office at the 2-1/2 day Director Training.
2. The Director will participate as an active member of the church staff.

### **RESPONSIBILITIES:**

1. Ensure your church honors the "nonnegotiable" requirements of the program as outlined in the Affiliate Agreement with the KIDS HOPE USA National Office.
2. Cast the vision for KIDS HOPE USA and be its keeper at your church. This includes recording and telling the stories of God's amazing work in the lives of the students and mentors.
3. Lead a well-developed and well-managed "nonprofit volunteer organization" within your church community.

- a. Recruit, screen, supervise, and encourage volunteer mentors, substitute mentors and their supporting prayer partners from within your church membership.
- b. Put in place and maintain adequate administrative infrastructure for a smooth-running operation. This includes effective budgeting; appropriate delegation of tasks; accurate record keeping.
- c. Recruit, supervise and encourage a Leadership Team that matches members' giftedness with program needs and complements your leadership.
4. Develop a caring relationship with your partner school principal; keep channels of information open, healthy, two-way.
5. Evaluate the KIDS HOPE USA program at your church using required tools from the National Office and your own, ongoing review of "lessons learned."
6. Seek ways to extend the mentor-child relationship to reach the child's family and draw them into the friendship of the church.
7. Mentor one child.

#### **QUALIFICATIONS:**

The Director is a winsome child of God growing in his or her devotion to Jesus Christ and is an active, respected member of the local church. This person is able to develop positive relationships of trust and respect with members of the church, the neighborhood school, and the larger community. This person's love for children is self-evident and contagious. He or she has the character, competence, and courage to be an effective leader and is a natural learner.

The Director will have demonstrated experience in these areas:

- Volunteer Services
- Supervision of personnel
- Program planning and implementation
- Organizational administration
- Outreach to children
- Communication skills
- Team leadership and participation